How to Use the IT Staff Augmentation Full Service Contract

Contract #: ITS43StaffAugCat1 Contract Duration: 01/01/2011 to 06/30/2013
MMARS #: ITS43StaffAugCat1* Options to renew: No options available
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Last change date: 12/01/2012

Contract Summary

This contract is for "full service" placements of temporary IT staff ("Resources"), where Commonwealth Agencies post job requirements and the ITS43 Vendors submit candidate resumes for consideration by the Commonwealth Agency. If your Agency has recruited a Resource on its own, use Contract ITS43StaffAug2a or ITS43StaffAug2b.

Please see "Locating Documents on Comm-PASS" to find the documents referenced in this Guide.

Benefits and Cost Savings

- Competition for every placement results in good rates
- Forty-six vendors available to recruit and provide candidates

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:
01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Acquisition Methods

Pricing

A "Rate Card," updated periodically, determines the maximum rates which Vendors can charge for particular job titles. Rate Card 5 applies to Executive Department agencies. All other Commonwealth Agencies may use Rate Card 3.

If an Agency does not receive satisfactory resumes using the Maximum Rate Card rates and wishes to post at a higher rate, they may petition Ellen Wright (ellen.wright@state.ma.us), the designee of the Commonwealth's Chief Information Officer, for a variance from the Rate Card.

Rate Reductions: All ITS43 Vendors must provide a 2% rate reduction on the hourly rate for any Resource placed with the same Commonwealth Agency under ITS43 for more than 1,875 hours. If the rate reduction is not taken automatically, remind the Vendor to reduce the next invoice accordingly. Note: The rate reduction does not apply to Resource obtained under ITS33 whose rates were reduced under that contract.

Prompt Pay Discounts: All Vendors offer a 5% discount for payment within 30 days, except for Dataman USA and M & R, both of which offer 5% for payments made within 10 days, 4% for payments made within 15 days, 3% for payments made within 20 days, and 2% for payments made within 30 days.

Acquisition Methods
Services will be obtained on a time and materials basis only. Travel may be paid only with the prior written consent of the Commonwealth Agency.

How to Use this Contract
There are three steps for obtaining IT Resources under this Contract, explained in more detail below:
1. Post the job on Comm-PASS and select a candidate from the resumes submitted. Comm-PASS posting is required for all positions to be filled under this contract. If your agency has not had Comm-PASS training, email the Comm-PASS Help Desk at comm-pass@state.ma.us.
2. Notify the Vendors that a candidate has been selected and sign an agreement with the selected Vendor.
3. "On-board" the Resource (obtain forms needed before the Resource can start work).

Posting the job and choosing a Resource
1. Select a job title from the applicable Rate Card. If you cannot find a job title that is an exact match with your requirements, choose the closest match and add additional qualifications (i.e., years of experience with specific tools).
2. Review the Posting Template and the Posting Instructions. The Posting Template is partly prefilled. There are several decisions you will need to make when completing it – for example, whether face-to-face interviews are needed, and whether you wish to be able to select a candidate before the deadline for resume submission. The Posting Template is a "Solicitation" on Comm-PASS that can be copied and used as the basis for your posting. See "Locating Documents on Comm-PASS" to locate the Posting Template and Posting Instructions. Vendors will submit resumes via email.
3. Tips to keep in mind:

- Check the "Vendor Listing" to be sure that Vendors are eligible to submit resumes. Vendors who have been suspended will be flagged on the Vendor Listing.
- Choose a candidate as quickly as possible. Candidates with skills that are in high demand may only remain available for a short time.
- Check for duplicate resumes submitted by different vendors. You may decide which vendor's submission to accept based on submission date, bill rate, or other factors, or you may decide not to accept any submission.
- "Tell your story" in describing the job requirements. Recruiters may attract better candidates if a project sounds interesting or uses cutting edge technology.
- When posting a position that is "hard to fill," or has unusual requirements, it is helpful to offer a question/answer period in a format where answers can easily be shared with all Vendors. This could be a Comm-PASS Forum, or a short teleconference for the purpose of answering bidder questions more interactively.
- Indicate how long the job is expected to last. If you post a job for three months (for example, based on funding or the end of the fiscal year), but expect it to continue for the duration of a project, mention the possibility of a more extended engagement.
- You may request that the Vendor include the Resource's planned "pay rate" along with the proposed bill rate.
- Vendors have been told to indicate, for each candidate, whether the Resource is presently working for a Commonwealth Agency. You may contact the Commonwealth Agency for a reference.

Notify Vendors and Sign an Agreement

1. Notify the vendor whose candidate you have selected
2. Notify all other vendors that their candidate was not selected, via email or by changing the Solicitation Status on Comm-PASS to "Closed-awarded" or "Closed-cancelled." If the Comm-PASS posting will not be done within one day of the decision, Vendors must be notified by email. If possible, provide feedback about the candidates you did not select to help the Vendors to submit more satisfactory candidates in the future.
3. Sign an agreement with the selected Vendor. A Statement of Work (SOW) template is posted on Comm-PASS. You may use your own Agency's agreement, but be sure to cover all elements of the SOW template.
4. Encumber funds in MMARS, or the financial system your Agency uses, prior to the start date.

"On Board" the Resource

I-9 Form: Agencies must request copies of the I-9 (Employment Eligibility Verification) form from the ITS43 Vendor for all new placements, prior to the Resource's first day of work. Agencies must review the area of the form on the right hand side of the page, about one third of the way down, beginning: "I attest, under penalty of perjury…" If the box for "An alien authorized to work…" is checked, be sure that the authorization is current based on the expiration date.

Resources with H1-B Visas: The Department of Labor requires (20 CFR 655.734) the filing of a labor condition application (LCA) and a posting of a notice of the LCA filing for Resources with H1-B visas.   The requirement can be met by Commonwealth Agencies by posting a copy of the notice, which the ITS43 Vendor will supply, at the Resource's work site, in two conspicuous locations, for a period of ten days.

Representations by Resources Form: This form, found on Comm-PASS under the "Forms & Terms" tab, must be signed by all Resources on or before their first day of work.

ITS43 Employee Certification Form: The Resource must bring this form to work on his/her first day (if not submitted previously). The form must be kept in the procurement file. A copy of the form is located under the Forms & Terms tab of the contract.

The "Resource Employer" is not necessarily the same as the ITS43 Vendor, whose name will appear near the bottom of the form. The answers to Questions 1, 2, 4, 5 and 7 must be "Yes." If the answer to Question 3 is "No," the form must indicate that the Vendor qualifies for an exemption, or a copy of a completed HIRD form (the Health Insurance Responsibility Disclosure form that employers must have on file if the employee has declined to participate in the employer's sponsored health insurance plan or pre-tax purchasing program) must be attached. Regarding Question 6, if the Resource Employer is a single member LLC, the LLC must be at least six months old as of the date the Resource reports for work, and the Resource must have provided services outside of a Statewide Staff Augmentation Contract.

During the Resource's Engagement

Request copies of W-2s for Resources working at your Agency, on or about May 1 of each year, and keep it in the procurement file.

Request a 2% rate reduction after the Resource has been with your Agency for 1,875 hours.

Additional Caveats and Benefits

- After a Resource has been working for your Agency for three months or more, **you may offer the Resource a position with your Agency** as a regular employee or a "Contract Employee," provided that the Resource is not working under an H1B visa. However, you **may not** encourage the Resource to leave their ITS43 employer and go to work for another company, such as 'Low Overhead" vendor or other third party.
- Vendors must absorb the cost of **background checks** (if requested by your Agency), even if your Agency has special requirements (i.e., a child care agency may have specific requirements pertaining to child abuse or neglect).
- If the Vendor is not the Resource's direct employer, you have the right to request and receive a **copy of the subcontract**.
- **Do not** post a job on Monster.com or other job boards until you have given the ITS43 Full Service Vendors an opportunity to find a candidate for you. Above all,

do not post the position elsewhere while it is posted for responses from the ITS43 vendors.

- **Do not** provide advance notice of postings before they are posted on Comm-PASS. All Vendors should have an equal opportunity to respond to a posting.

Additional Information
Continuing a Resource's Engagement after the end of ITS43
Before the end of the Contract (7/1/2013), you may extend the term of your Agreement for a Resource or group of Resources for up to three years from the date you sign the extension. After ITS43 ends, the end date your Agreement cannot be extended further, and the bill rate cannot be increased. As always, you may end the engagement before the termination date of your Agreement. No new Agreements may be executed after ITS43 has expired.

Contract termination or suspension of a Vendor from new business under ITS43 does not automatically terminate any Agreements you have in place with that Vendor.

Locating Documents on Comm-PASS
All of the following documents are found on the "Forms & Terms" page of the Contract on Comm-PASS:
- Rate Cards 3 and 5
- Representations by Resources
- ITS43 Employee Certification Form
- Comm-PASS Posting Instructions
- Agreement Template
- ITS43 RFR

To locate these documents:
1. Go to www.comm-pass.com
2. Select "Search for a Contract" (link near bottom left of page)
3. Check the "For Statewide Contract" box
4. Enter ITS43StaffAugCat1 as the "Document Number" and select "Search"
5. Select the new link that appears toward the top of the page: "There are 1 Contracts(s) found that match your search criteria."
6. Select the eyeglasses icon under "View."
7. Select the "Forms & Terms" tab

The "Posting Template" is on Comm-PASS as a "Solicitation" for you to copy as the basis for your own posting. To locate it:
1. Go to www.comm-pass.com
2. Select "Search for a Solicitation" (link near bottom left of page)
3. Enter ITS43_job as the "Document Number" and select "Search"
4. Select the new link that appears toward the top of the page: "There are 2 Solicitation(s) found that match your search criteria."
5. Select the eyeglasses icon under "View" for the first document shown ("Amendment Deadline 07/12/2012).

Strategic Sourcing Services Team Members

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Vendors

Vendor	Contact	Telephone	eMail
22nd Century	Ramanjit Singh	800-517-8408	govt@tscti.com
Advans	Peo Nathan	508-616-6900x2911	pnathan@AdvansIT.com
American Contract	Susan Peruti	617-796-8822	susan@americancontract.com
Ardent	Vas Appalaneni	937-312-1345	mabids@ardentinc.com
ASK	Manish Karani	770-813-8947	mkarani@askstaffing.com
Atlantic	Pat McNamara	617-447-5254	pmcnamara@atlanticai.com
Beacon Hill	Lindsay Thomas	617-326-4077	lthomas@beaconhillstaffing.com
CDI	Scott Hesseltine	978-692-3283	Scott.Hesseltine@cdicorp.com
Consultant4Less	Sid Gehlot	630-935-1649	sid@consultant4less.com
Contemporaries	Donna Fitzgerald	617-723-9797	donna@bostoncontemporaries.com
COOLSOFT	Bala Chittem	502-267-9393	anand@coolsofttech.com
Currier McCabe CMA	Maston Sansom	518-783-5093	proposals@cma.com; tmullen@cma.com
Dataman USA	Gyan Saxena	720-248-3100	GyanSaxena@DatamanUSA.com
Eliassen	Rich Romano	781-246-1600x8144	rromano@eliassen.com
GCOM	Tracy Petrasek	518-869-1671x232	tracy@gcomsoft.com
Hollister	Chris Rose	617-654-0346	crose@hollisterstaff.com

Vendor	Contact	Telephone	eMail
IBA	Bill Collins	781-769-7402	bcollins@ibasoftware.com
Kforce	Michael Brooks	781-359-1729	mbrooks3@kforce.com
Logic House	Keith House	310-871-2790	kahouse@logichouse.com
M & R	Subash Chitoor	781-273-5050x1234	subash@mrccsolutions.com
Mathtech	Joette Craddock	609-495-2540	jcraddock@mathtechinc.com
Millenium	Charles Kyle Van Brocklin	401-792-0997	pjones@mc-boston.com
Modis	Don Pescione	781-262-5023	Don.Pescione@Modis.com
MX	George Kavgic	508-821-5855	gkavgic@mxcsi.com
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SAI	Jay Agasthi	978-884-1184	jay@saiamerica.com
Sigma	Nate Fischer	508-925-3200x233	nfischer@sigmainc.com
Smart Source	Brad Kelly	732-729-7700x11	bkelly@smartsourcetec.com
Software People	Sandeep Jain	631-863-0299	sandeep.jain@softwarepeople.us
Solution IT	Atish Rastogi	781-503-1603	ldoherty@solutionit.com
Starpoint			
Sullivan Cogliano	Angelo Simao	781-890-7890x257	angelo.simao@sullivancogliano.com
Synerginc	Pasquale	781-608-9304	info@synerginc.com

Vendor	Contact	Telephone	eMail
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tCognition	Manoj Shinde	617-438-4819	manoj.shinde@tcognition.com
TEKsystems	James Cataldo	508-766-3159	jcataldo@teksystems.com
The Revolution Group	Michael Consolazio	781-438-4380x225	mike.consolazio@therevgroup.com
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Tri-Com	John O'Connell	860-635-9600x11	joconnell@tricomgroup.com
Trigyn	Thomas Gordon	732-777-4608	Tom.Gordon@trigyn.com
Waltech	Ajay Jain	508-573-4904	ajay@waltechinc.com